

GOVERNMENT OF ANDHRA PRADESH  
ABSTARCT

**SCHOOL EDUCATION DEPARTMENT – RTI Act 2005 – Appointment of Public Information Officers / Assistant Public Information Officers for School Education Department in the Secretariat – Modified orders – Issued**

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SCHOOL EDUCATION (SE-OP) DEPARTMENT

G.O.RT.No. 284

Dated 29/11/2014  
Read the following:-

1. G.O.Rt.No.904, Edn(SE.OP) Dept, dt. 18.12.2008
2. G.O.Rt.No.635, Edn(SE.OP) Dept, dt. 07.11.2009
3. G.O.Rt.No.372, Edn(SE.OP) Dept, dt. 06.07.2010
4. G.O.Rt.No.584, Edn(SE.OP) Dept, dt. 28.09.2010
5. G.O.Rt.No.274, Edn(SE.OP) Dept, dt. 23.09.2011
6. G.O.Rt.No.767, Edn(SE.OP) Dept, dt. 17.10.2011
7. G.O.Rt.No.845, Edn(SE.OP) Dept, dt. 30.11.2011
8. G.O.Rt.No.399, Edn(SE.OP) Dept, dt. 30.07.2012
9. G.O.Rt.No.518, Edn(SE.OP.I)Dept,dt.07.06.2013
10. Circular Memo No 30742/RTIA/GPM&AR/2013 G.A(GPM&AR)  
Dept dated 30/9/2013
11. O.O.Rt.No.266, Edn(SE-OP) Dept., dt:01.06.2014
12. G.O.Rt.No. 193 Edn (SE.OP) Dept, dt: 28/6/2014

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In the Circular Memo 10<sup>th</sup> read above, it had been informed that a decision was taken in the High level Committee to review the implementation of RTI Act held on 5/8/2013 to designate APIOs / PIOs in the Secretariat Departments as follows:-

1. Section Officer of the concerned Section as APIO
2. Assistant Secretary to Government as PIO
3. Special Secretary / Additional Secretary / Joint Secretary /  
Deputy Secretary in that order as 1<sup>st</sup> Appellate Authority.

2. In the GO 12<sup>th</sup> read above, orders were issued appointing 1<sup>st</sup> Appellate Authorities / Public Information Officers / Assistant Public Information Officers in the School Education Department in the Secretariat.

3. In view of the Cir. Memo 10<sup>th</sup> read above and certain transfers / postings effected after the issue of GO 12<sup>th</sup> read above, the following modified orders are issued with immediate effect.

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**PUBLIC INFORMATION OFFICERS UNDER RTI ACT 2005**

SNO	Name & Designation of the PIO	Sections allocated	Contact No
1	Smt K. Radhika Manraji, Assistant Secretary to Government	OP, Training, Program-I, Program- II, Services-I	Cell: 9704996336 Land: 040- 23450111 Extn: 2656
2	Sri M. Yedukondalu, Assistant Secretary to Government	Examinations, Program-III, Services-II	Cell: 8978902993 Land: 040- 23450111
3	Sri TK Muneswara Rao, Assistant Secretary to Government	Vigilance, Private Schools	Cell: 9908523272 Land: 040- 23450111

**ASSISTANT PUBLIC INFORMATION OFFICERS UNDER RTI ACT 2005**

SNo	Name of the Officer	Designation	Sections	Mobile Phone No
1	Sri D. Venkateswarlu	Section Officer	General	9949099576
2	Sri M.Sivachandra Rao	Section Officer	Ser-I	8978902991
3	Sri B.Venkata Ramudu	Section Officer	Ser-II	9989334896
4	Smt G.Tirumaleswari	Section Officer	Prog-I	8978902992
5	Sri G.Madhusudhara Rao	Section Officer	Prog-II	8978902986
6	Smt B.Venkata Subbamma	Section Officer	Prog-III	8978902987
7	Sri K.Chandra Mouli	Section Officer	Private Schools	8978902995
8	Kum P.Ratna Kumari	Section Officer	Training	8978902996
9	Sri M.Uma Maheswara Rao	Section Officer	Exams	8978902985
10	Smt D.Atchutha Kumari	Section Officer	Vigilance	8978901793
11	Sri M.Ramana Murty	Section Officer	OP	9701376287

4. The following comprehensive instructions are hereby issued for handling of the applications received under RTI Act 2005 so as to achieve proper accountability and answerability.

1. The General Section shall be a single reference point to receive applications, appeals and complaints under RTI Act.

2. All applications received in the department shall be first accounted for and numbered in the In-ward Section. Later the applications shall be placed before the PIO on the same day.

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3. The PIO shall scrutiny the applications and ensure whether the information sought for is to be provided by the Secretariat Department or the HODs / Field Offices under its control. Accordingly, make an endorsement on the applications and send them to the APIO General Section for further action.

4. The APIO in General will then enter these applications in prescribed register in the order of its receipt and account for the receipt the fee (Cash / DD / Postal Orders) as received and then pass on the applications to the concerned Section Officers (APIOs) if the information is to be provided by it; or to the PIOs of HOD / Field Offices as the case may be for providing information, under intimation to the applicant. Action must be taken to deposit the Instruments / Cash received by way of fee to the appropriate Head of Account.

5. The Sections Officers (APIO) of the concerned section shall take immediate action to furnish the information to the applicant under intimation to the APIO, General Section so as to make necessary entries in the Register.

6. Strict adherence of time limits shall be ensured by the Section Officers while disposing of the applications under RTI Act and in no case delays will be excused.

7. It shall be responsibility of the General Section to furnish necessary periodical reports under RTI Act as per schedule and monitoring of the implementation of RTI Act in the department.

5. The names of above Public Information Officers and Assistant Public Information Officers shall be updated in the official website [www.apic.gov.in](http://www.apic.gov.in) of AP State Information Commission, under Section 4 (1) (b) (xvi), Section 5 (1), Section 5(2)(1) of Chapter 16 of RTI Act 2005.

ADHAR SINHA  
PRINCIPAL SECRETARY TO GOVERNMENT (SE) FAC

To

The All the Officers concerned.

Copy to All the HODs under the control of the School Education Department

Copy to the State Information Commissioner, HACA Bhavan, Hyderabad.

SC / SF.

//FORWARDED BY ORDER//

SECTION OFFICER